



CITY OF HARRISONBURG  
**PARKS &  
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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TO: Ande Banks, Interim City Manager  
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation  
DATE: 4/12/22  
RE: HDR's Downtown Dinner Party

**Summary:** Consider the special event application request for the Downtown Dinner Party on Saturday, May 21, 2022.

**Background:** The Downtown Dinner Party is a private event held at Turner Pavilion and serves as a fundraiser for HDR which includes food and alcohol.

This application was reviewed and approved by the Special Events Committee on April 7, 2022.

The total cost of this event is estimated to be around \$1000. The event organizer is responsible for payment of applicable charges.

**Key Issues:**

- PW Support (No parking signage, barricades, flusher & sweeper trucks)
- HPD Support (off-duty officers)
- Community Development (tent permit; inspection – HDR to contact)
- COI, endorsement, ABC permit to be submitted prior to the event